

<b>OREGON ACCOUNTING MANUAL</b>	
Subject: Accounting and Financial Reporting	Number: 30.10.00.PR
Division: State Controller's Division	Effective date: April 2, 2007
Chapter: <b>Federal Compliance</b>	
Part: <b>Statewide Single Audit</b>	
Section:	
Approved: John Radford, State Controller	Original signature on file in SCD

**Federal Reporting Package**

- .101 The Statewide Single Audit is a collective effort including all state agencies. To comply with provisions of the Single Audit Act, the State will prepare a federal reporting package as required by OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. This reporting package is required to include the following:
  - a. Comprehensive Annual Financial Report (CAFR) including the related auditor's opinion.
  - b. Schedule of Expenditures of Federal Awards (SEFA).
  - c. Statewide Single Audit Report.
  - d. Corrective Action Plan.
  - e. Summary Schedule of Prior Audit Findings.
  - f. Data Collection Form.

**Schedule of Expenditures of Federal Awards**

- .102 Statewide Accounting and Reporting Services (SARS) will manage the data collection and preparation of the SEFA. In order to facilitate the effective and efficient compilation of the SEFA, agencies that receive and expend federal awards must adhere to the federal reporting requirements described in OAM 15.42.00. Agencies are responsible for reviewing their federal expenditure data to ensure accuracy and completeness of the SEFA for their agency. The data will be collected from agencies in accordance with the year end closing schedule prepared by SARS.
- .103 SARS will review agency data and make any necessary changes by October 31 annually. The SEFA will then be submitted to the Audits Division for audit.

**Corrective Action Plan**

- .104 The Corrective Action Plan published by SARS details the audit findings developed by the Audits Division for the year ended June 30 in accordance with OMB Circular A-133. The Audits Division and affected state agencies will provide information needed to complete the plan.
- .105 The Corrective Action Plan shall provide information on the nature of the audit finding, the recommended corrective action, the name(s) of the contact person(s) responsible for corrective action, the corrective action planned by the agency, and the anticipated completion date.

## **Summary Schedule of Prior Audit Findings**

- .106 The Summary Schedule of Prior Audit Findings published by SARS details the disposition of audit findings reported in the previous Statewide Single Audit. The disposition of these findings will be prepared to meet the provisions of OMB Circular A-133. Agencies will provide information needed to complete the summary schedule. The current status of the audit findings will be reported by the applicable agencies and incorporated into the schedule by SARS.

## **Data Collection Form**

- .107 The Data Collection Form will be prepared jointly by SARS and the Audits Division. This form summarizes information as required by the federal government.
- .108 The administrator of the State Controller's Division, in conjunction with the director of the Audits Division, will sign the Data Collection Form. Their signatures certify that the State has complied with requirements of OMB Circular A-133, and the information included in the Data Collection Form is accurate and complete in its entirety.

## **Report Submission**

- .109 The Audits Division will complete the audit and issue the Statewide Single Audit Report for each fiscal year ended June 30 in accordance with OMB Circular A-133.
- .110 SARS will file the Federal Reporting Package described in .101, with the federal clearinghouse designated by OMB. Unless an extension is granted by the federal government, the reporting package is due by the earlier of the following dates: (a) 30 days after receiving the auditor's report, or (b) nine months after the end of the audit period.